

2 DEC 1960

Honorable Maurice H. Stans
 Director
 Bureau of the Budget
 Washington 25, D.C.

Dear Mr. Stans:

In response to your request in Circular No. A-7, Revised, Transmittal Memorandum No. 15, 16 May 1960, it has been the policy of this Agency since June 1955 to encourage employees to use less than first-class accommodations for air travel wherever possible.

Upon the receipt of your memorandum we have again emphasized this policy by issuing a directive stating in similar language the contents of your memorandum.

During August - September 1960, there was a small increase of the percentage of Agency employees using less than first-class air accommodations. We are continuing our efforts to increase this percentage.

Sincerely,

15/
 L. K. White
 Deputy Director
 (Support)

Compt/FAS/FAG:psc (25 November 1960)
 Rewritten: EA-DD/S:CEB:rc (2 Dec 60)

STAT

Distribution:

Original & 1 - Bureau of the Budget
 1 - Budget Division
 1 -
 1 - Comptroller
 1 - FAS

DOC 6	REV DATE 20-5-81	BY	
ORIG COMP	OPI 38	TYPE	07
ORIG CLASS	PAGES 1	REV CLASS	4
JUST	NEXT REV	AUTH: HR 10-2	